

WORKFORCE SERVICES

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**CAREER LAUNCH
TIMESHEET AND LOG**

Intern Name: _____ Supervisor's Name: _____

For the week of: Saturday, ____/____/____ to Friday, ____/____/____

| HOURS WORKED | JOURNAL <i>Reflect on or note anything you learned or experienced.</i> |
|--|---|
| Saturday/Sunday (if applicable): From ____:____ to ____:____ | Journal Entry: |
| Monday: From ____:____ to ____:____ | Journal Entry: |
| Tuesday: From ____:____ to ____:____ | Journal Entry: |
| Wednesday: From ____:____ to ____:____ | Journal Entry: |
| Thursday: From ____:____ to ____:____ | Journal Entry: |
| Friday: From ____:____ to ____:____ | Journal Entry: |
| Total hours worked this week: | Explain any significant changes to your normal weekly working hours(absences, make-up time, overtime, etc): |

I confirm the accuracy of this log:

INTERN SIGNATURE_____
DATE_____
SUPERVISOR SIGNATURE_____
DATE